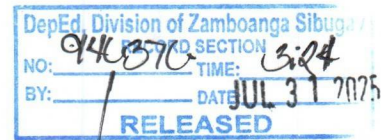




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



July 31, 2025

OFFICE MEMORANDUM
NO. 052, s. 2025


OFFICER-IN-CHARGE OF THE OFFICE OF THE PERSONNEL SECTION

To: **ROMMEL L. GUSTILO**
Administrative Officer II
Personnel Section
This Division

1. In view of the attendance of the HRMO to the 3rd Division Management Committee (DIMANCON) and Workshop on the Crafting of Quality Management System (QMS) you are hereby designated as Officer-In-Charge of Personnel Section in addition to your present duties and responsibilities on **August 1 – 5, 2025** or until his return.
2. As such, you shall act on matters which are routinary in nature. You shall therefore discharge the following duties and functions inherent to your designation and sign in the following documents, to wit:
 - a. Check and monitor the attendance of the Personnel Section.
 - b. Sign in the routinary documents such as transmittal, endorsements and the following selected documents, to wit;
 - c. Leave Forms, Division Clearance, Certificate of Last Payment (CLP)
 - d. Service Records, Certificate of Employment, DBP Endorsement
 - e. Payrolls, PHILHEALTH, BIR, Provident Loan
 - f. Represent the HRMO to any official function such as meetings and among others.
 - g. Update the HRMO of matters affecting the operations.
3. For information, guidance and compliance.

VIRGILIO P. BATAN, JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent


ROSMINDO L. ANCHETA, JR.
Education Program Supervisor -SGOD
In – Charge of Office

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